Michigan Department of Transportation 5100B (07/07)

CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

Exhibit B

MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)
Alonso Uzcategui	101665C	Multiple

DESCRIPTION IF NO JN/CS

8.667 Miles of I-496 Freeway Signing Plan Upgrade in Eaton & Ingham Counties

MDOT PROJECT MANAGER: Check all items to be included in RFP.

WHITE = REQUIRED
GRAY SHADING = OPTIONAL

Check the appropriate Tier in the box below

☐ **TIER I ($25,000-$99,999)**	☒ **TIER II ($100,000-$250,000)**	☐ **TIER III (>$250,000)**	**CONSULTANT:** Provide only checked items below in proposal.
☐	☒	☐	Understanding of Service
☐	☐	☐	*Innovations*
☐	☐	☐	*Safety Program*
N/A	☒	☐	Organization Chart
☐	☒	☐	Qualifications of Team
☐	☒	☐	Past Performance
Not required as part of official RFP	Not required as part of official RFP	☐	Quality Assurance/Quality Control
☐	☒	☐	**Location:** The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.
N/A	N/A	☐	Presentation
N/A	N/A	☐	Technical Proposal (if Presentation is required)
3 pages (MDOT forms not counted) **(No Resumes)**	7 pages (MDOT forms not counted)	19 pages (MDOT forms not counted)	Total maximum pages for RFP **not including key personnel resumes**

REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services >Vendor/Consultant Selections.**

RFP SPECIFIC INFORMATION

☑ BUREAU OF HIGHWAYS ☐ BUREAU OF TRANSPORTATION PLANNING ** ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☑ NO ☐ YES DATED _____ THROUGH _____

☑ **Prequalifed Services** – See page 1 of the attached Scope of Services for required Prequalification Classifications.

☐ **Non-Prequalifed Services** - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed.

☑ **Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

** **For RFP's that originate in Bureau of Transportation Planning only**, a price proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning **(see address list, page 2)**. The price proposal must be submitted in a sealed manila envelope, clearly marked in large red letters **"PRICE PROPOSAL – TO BE OPENED ONLY BY SELECTION SPECIALIST."** The vendor's name and return address MUST be on the front of the envelope. The price proposal will only be opened for the highest scoring proposal. Unopened price proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your bid being opened erroneously by the mail room.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

☐ **Qualifications Review / Low Bid** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

☐ **Best Value** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

☐ **Low Bid** (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked **"SEALED BID."** The vendor's name and return address MUST be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room and the bid being rejected from consideration.

PROPOSAL SUBMITTAL INFORMATION

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER	PROPOSAL DUE DATE	TIME DUE
5	11/30/07	4:00 p.m.

PROPOSAL AND BID SHEET MAILING ADDRESSES

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

☑ MDOT Project Manager ☐ MDOT Other

Alonso Uzcategui, Engineer Manager
Traffic Sign & Delineation Unit, Traffic & Safety Division
MDOT, Murray D. Van Wagoner Building
P.O.Box 30050, Lansing, MI 48909

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

	Lansing Regular Mail	OR	Lansing Overnight Mail
☑	Secretary, Contract Services Div - B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48809		Secretary, Contract Services Div - B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48833
☐	Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48809		Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48833

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

5100D – Request for Proposal Cover Sheet
5100G – Certification of Availability of Key Personnel
5100I – Conflict of Interest Statement

(These forms are not included in the proposal maximum page count.)

Michigan Department of Transportation

SCOPE OF SERVICES
FOR
TRAFFIC & SAFETY SERVICES
Upgrade and Rehabilitation of Freeway Signing for
8.667 Miles of I-496 Freeway in Eaton and Ingham Counties

CONTROL SECTION(S):

CS 23081	BMP 0.00	EMP 0.889
PR 568607	BMP 0.00	EMP 0.890
CS 23081	BMP 0.889	EMP 3.651
PR 568708	BMP 0.00	EMP 2.761
CS 23081	BMP 0.00	EMP 3.372
PR 568604	BMP 0.00	EMP 3.373
CS 33044	BMP 0.00	EMP 3.013
PR 355110	BMP 0.00	EMP 3.014
CS 33044	BMP 0.00	EMP 3.015
PR 355201	BMP 0.00	EMP 3.015
CS 33045	BMP 0.00	EMP 2.000
PR 355110	BMP 3.014	EMP 5.015
CS 33045	BMP 0.00	EMP 2.072
PR 355201	BMP 3.015	EMP 5.087

JOB NUMBER:

101665A

PROJECT LOCATION

Route I-496; from I-96/I-69 interchange easterly to SB US-127 distributor ramp.

DESCRIPTION OF WORK

8.667 Miles of Freeway Signing Upgrading on I-496 in Eaton and Ingham Counties.

ANTICIPATED SERVICE START DATE: **January 4, 2008**

ANTICIPATED SERVICE COMPLETION DATE: **August 3, 2009**

PRIMARY PREQUALIFICATION CLASSIFICATION(S):
Permanent Freeway Traffic Signing Plans

SECONDARY PREQUALIFICATION CLASSIFICATION(S):
None

DBE REQUAREMENT: N/A

PROJECT MANAGER:
Alonso Uzcategui, Engineer Manager
Traffic Sign and Delineation Unit
Traffic and Safety Support Area
Michigan Department of Transportation
Murray D. Van Wagoner Building
P.O. Box 30050
Lansing, MI 48909
Phone: 517-335-2624
Fax: 517-373-2330
E-mail: uzcateguia@michigan.gov

COST OF CONSTRUCTION

The estimated cost of construction for this project is $1,200,000.00

SCHEDULE

A. Target Date

The target date for the completion of this project is August 3, 2009

B. Intermediate Dates

1. Within seven days of the Department's notice to proceed, meet with the Department's project team in Lansing. This will be one eight-hour, all-day session.

2. Provide base plans by10/24/08, and conduct the Utilities Meeting not later than the 11/21/08.

3. Provide preliminary plans by 01/16/09, and conduct the Plan Review not later than the 02/13/09.

4. Provide final plans for the first week of 04/06/09 for OEC Meeting, and conduct the OEC Meeting no letter than 05/11/09.

5. Provide revised final plans from OEC and final package by 06/12/09.

6. Provide final plans and sign inventory by 07/10/09.

PROBLEM STATEMENT

The Michigan Department of Transportation (MDOT) manages an annual freeway sign upgrading program. Projects selected are based on the age and condition of the signs in place along various freeway segments.

In addition to sign upgrading contracts, MDOT Maintenance forces replace deteriorated signs as required and install new signs when authorized by the Department. The sign population on any segment of freeway includes new and old signs. The department requires use of high-intensity or prismatic legends and high-intensity backgrounds on all new signs. In general, high-intensity signs are expected to last 10 to 15 years. Any sign three years or older at the time of the proposed letting date should be considered for replacement. All signs fabricated after 1989 should have a date sticker on the back of the sign indicating the year the sign was fabricated. Determination of replacement of signs without stickers will be made by the Department.

The following signs which do not conform to the following documents will be removed and replaced if deemed necessary:

- Michigan Manual of Uniform Traffic Control Devices (MMUTCD).
- MDOT's Standard Highway Signs Manual.
- MDOT's Guidelines for Signing On State Trunkline Highways.

In addition, the following signs will be removed and replaced when they:

- Have deteriorated to an extent that they no longer reflect light at night.
- Are damaged.
- Are incorrectly installed or located.
- Are structurally deficient.

Large overhead support structures such as trusses, cantilevers, and bridge-mounted sign structures will be evaluated by the Department. This information will be provided when requested by the Consultant during the term of the contract. Determination of replacement or retention of a structure will be made by the Department. The Department will specify repairs required to retained overhead and bridge-mounted structures.

WORK PLAN

Develop quality freeway signing plans suitable for contract letting by the Department. The plan sheets shall be developed using Microstation and SignCAD software. A sign inventory utilizing the Department’s MTSIS (Michigan Traffic Sign Inventory System) shall be developed.

The Consultant shall supply all materials necessary for the completion of the project including the necessary paper prints, computer disks and mylar plots for each review and for final submittal. The Consultant shall make such trips to the Department offices (Lansing), MDOT Region and Transportation Service Center Offices, and to the project site as may be necessary to carry out the services according to the agreement.

The Consultant shall make necessary corrections/changes to the drawings as directed by the Department as a result of Department reviews.

All developed plans must be produced according to the Department's standard practices and shall meet the requirements of 2003 Standard Specifications for Construction. Work details not covered by the Standard Specifications will be covered by special provisions.

The plans and specifications produced by the Consultant must meet the requirements of the MMUTCD and must be approved by MDOT and the Federal Highway Administration (FHWA).

TASK DESCRIPTIONS

Task 1. Produce computerized alignment base sheets

A. The Consultant is required to produce computerized freeway alignment and plan sheets of the freeway signing influence area and the area within the project limits. The plan sheets will show the major features of the existing freeway including interchanges and interchange ramps, grade separations, rest areas, weigh stations, and overhead and ground-mounted signs. All signs shall be shown at their approximate location and include their existing legends.

B. All plan sheets shall be developed using Microstation and SignCAD software formats, working units, levels, and other items related to proper orientation and placement of the product on the Department's system shall be noted under Consultant Responsibilities of this Scope of Services. The base alignment will be a graphical representation of the horizontal alignment of the freeway. It will not include road design details or right-of-way.

C. Base sheet drawings will be drawn as a continuous alignment (line roll). A printed copy of the line roll along with the line roll retained on computer disk shall be furnished to the Department. In the development of plans, the Consultant will cut the line roll, as required, to form standard plan sheets with borders and title blocks.

D. The alignment must include stationing and appropriate distance references for existing signs when necessary, such as signs very close to structures. All base sheet sign drawings will be developed to allow electronically moving entire sign drawing anywhere on the base sheet. This will allow proper placement of additional signs and replacement signs as the plans are developed.

E. The existing alignment in the project area is contained on a set of road plans. The information on road plans will contain some information not needed for the development of signing base sheets. The Consultant will be required to convert the road plans to base sheets for the signing plans.

Task 2. Physical inventory of all signs, sign supports, and sign structures

A. The Consultant will perform a field review of the project area to verify existing sign inventory. The location and mileages of all signs shall be determined utilizing a Distance Measurement Instrument (DMI). All signs shall be located to a nearest 0.001 mile. During the field review, all existing signs and support systems and their condition will be noted. The condition of existing signs and support systems will determine whether the existing sign and support systems need replacement. As a minimum, the following information will be recorded on the computerized inventory:

1. Sign size and type
2. Sign offset
3. Sign message
4. Sign location
5. Sign support system
6. Type of sign support foundation.

B. In addition, the Department has a sign inventory file (plan sheets), but much of it is outdated.

C. A copy of the sign inventory (plan sheets) and latest sign upgrading project plans, if available, will be provided to the Consultant by the Department.

D. The Department will analyze each sign structure and identify maintenance and replacement needs. Following design analysis, this information will be given to the Consultant.

Task 3. Produce signing plans

A. The Consultant will produce a set of signing plans complete in every detail and acceptable to the Department including title sheet, note sheets, plan sheets, special detail sheets, and soil boring plan sheets. The signing plans will be used by the Department for competitive bid letting.

B. As a minimum, the signing plans will show graphically the existing alignment, all existing and proposed sign support systems. Existing signs shall be shown either as removed, or retained. Proposed signs shall be shown.

C. The consultant's recommendations to upgrade signs and supports shall be in compliance with the MMUTCD, the MDOT Guidelines for Signing On State Trunkline Highways, and the MDOT Sign Support Typical Plans.

D. Signs which are non-standard will be designed by the Consultant according to the latest Standard Highway Signs Manual. Complete details for fabrication will be shown on separate detail sheets.

E. Selection of signs, location, letter size, color, etc. will be according to the latest edition of the MMUTCD and any additional special provisions or specifications required by Lansing Traffic & Safety. The Consultant is responsible for all decisions on sign selection placement and design.

F. After the Department has analyzed and identified all existing overhead sign structures that are deficient, the Consultant shall be responsible for selection and location of proposed new overhead structures. All proposed cantilever and truss locations will require soil borings by the Consultant. The Consultant will recommend the type of foundation for each structure dependent upon the type of soil. If the nature of soil is such that standard foundation design cannot be recommended, the Consultant shall be responsible for either relocating the proposed overhead structure or revising the standard foundation design to meet the specific soil needs. This will require providing MDOT with design options and specifications for approval.

All worked performed by the Consultant Geotechnical Engineer shall meet the Department requirements for Geotechnical investigation and analysis of sign foundations attached to this report.

G. Documents that may be required to develop signing plans by the Consultant shall include:

1. Current edition of MMUTCD
2. MDOT Standard Highway Signs Manual
3. MDOT 2003 Standard Specifications for Construction
4. MDOT Supplemental Specification
5. MDOT Special Provisions
6. AASHTO Roadside Design Guide
7. MDOT Standard Plans
8. Traffic and Safety Support Area Notes
9. MDOT Guidelines for Signing on State Trunkline Highways (Current Edition)
10. MDOT Sign Support Typical Plans
11. Traffic and Safety Support Area CADD Procedures

H. Work which is not covered by current MDOT Standard Specifications, supplemental specifications, or special provisions will be described by the Consultant and set in standard MDOT special provision standard format. A copy of standard format will be provided when requested by the Consultant. **All special provisions written by the Consultant will require Departmental approval.**

Task 4. Produce quantity and cost estimates

A. The Consultant shall produce Stand Alone PES Worksheet (SAPW), which contains bid item identification, unit of measurement, unit cost. Each plan sheet will receive its own estimate work sheet. The SAPW shall be broken down by each plan sheet.

B. At the Department's request, the Consultant may be asked to provide separate costs for trusses, cantilevers, bridge mountings, and foundations for structures.

C. The Consultant shall produce a preliminary estimate prior to the Plan Review. The cost estimate will be updated following plan revision after the Plan Review and submitted with the partially-completed plans. Final plans will be submitted complete with final special provisions and supplemental specifications prior to the Omissions/Errors Check (OEC) meeting.

Task 5. Signing inventory

After the final signing project is complete, the consultant shall submit an updated computer inventory inputted into the Department=s MTSIS computer program. Access to the program will be provided to the Consultant at the start of the project. In addition, the Consultant shall create a final inventory (plan sheets) from the contract showing only the proposed and retained signs using MDOT's inventory sheet background. This information shall be provided on computer Compact Disk (CD-R) and paper plots (11" x 17").

RESPONSIBILITIES

1. CONSULTANT RESPONSIBILITIES

A. Schedule a pre-project review meeting with the Department to review the scope-of-work and material on hand at the Department for the Consultant's use and discuss equipment requirements (hardware and software), methods, and experience of key personnel. The pre-project meeting will be in Lansing, Michigan, in the Van Wagoner (Transportation) Building.

B. Schedule eight hours for the Consultant's project team to meet with the Department's project team in Lansing to become familiar with the Department's equipment and methods including the MTSIS software program. Technology transfer of all computer cell libraries etc. can occur at this time. The Consultant must be prepared to receive computer files at the meeting. MicroStation software is used by the Department.

C. Using samples provided (at the scheduled meeting), create Microstation and SignCAD drawings as necessary to include base alignment, existing and proposed signs, background sheet, appropriate information in the title and project boxes, file names, text and text sizes. All portions shall be on individual levels separated from one another according to the following:

LEVELS

I. Background (border) sheet.

II. Base alignment including roadway features such as indicated in TASK 1A except for signs and center lines, etc. noted in other level designations. Base alignment level shall include north arrow and all road names.

III. Center lines, center line stationing and station equations. DO NOT include PCS, PTs, or right-of-way on this level. If these items are required by the Department, place them on a separate level.

IV. Existing signs and leader, if the old location is different than the proposed (dashed). All text and sign symbols (solid).

V. Proposed signs and leaders (solid), retained signs and leaders (dashed). All text and sign symbols (solid).

NOTE: Use level numbers as shown in sample files.

MISCELLANEOUS

I. Text Sizes - shall be proportionate for other scales by using the same ratio as indicated in the sample drawing files. Consultants shall use a font that most closely matches that on sample sheets.

II. File working unit shall be 1000 sub units per foot.

III. Design File Names - Consultant must use the control section number plus the first three digits of the first station on the sheet, plus .TSS for the extension.

IV. Inventory File (plan sheet) Names - Consultant must use the control section number plus the first three digits of the first station on the sheet, plus .TSI for the extension.

D. Perform all field work, select all signs, and design signs as required. Schedule and attend the Kick-off, the Utilities, the Plan Review, the OEC and the Pre-Construction Meeting.

E. Perform the survey work necessary to get the top of footing elevation for all the proposed overhead signs within the limits of this project.

F. Take soil boring at proposed cantilever and truss locations (+10 ft.). Analyze soil borings and recommend the type of foundation to be used and the temporary sheet piling that may be needed to protect the foundation excavation.

G. Prepare and submit to the Department the following products prior to the Plan Review:

1. Line roll with base alignment only. Base alignment is defined as including road names, center lines, center line stationing, station equations, north arrow, edge of metal and grade separations.
2. CD-R with line roll.

H. Prepare and submit to the Utilities with appropriate form (currently 2480) up to fifteen sets of ½ size (11" x 17") and up to 5 sets of full size of base plans for the Utilities to supply their information. Once the utility information is received and plotted on the plans send the plans out with the correct form (currently 2481 or 2482) to the utilities to confirm the location of their utilities. This could again involve the same amount of prints discussed above. A list of utilities and address will be supplied by the TSC Utility Engineer. The TSC Utility Engineer will also receive a copy of the plans (1/2 size) and letters that are sent out for each distribution. If a Utility Meeting is necessary, as deemed by the TSC Utility Engineer, provide for one 8 hour meeting, at the TSC.

I. Prepare and submit to the Department twelve sets of ½ size (11" x 17") of preliminary plans for the Preliminary Plan Review Meeting.

J. Prepare and submit to the Department the following products for the OEC:

1. Title Sheet.
2. Signing Plan Note Sheet.
3. Twelve sets of 2 size (11" x 17").
4. Special Detail Sheets.
5. Soil Boring Plan Sheets.
6. Special provisions (unique) produced by the Consultant and approved by the Department.
7. Frequently Used Special Provisions and Supplemental Specifications.
8. Advertising Data Sheet.
9. Notice to Bidders.
10. Trns-port (bid based price report, cost summary).
11. Special Provisions for Maintaining Traffic.
12. Certification Acceptance Form.
13. Soil Boring Plan Sheets.
14. Obtain the Utility Clearance from the TSC Utility Engineer.

15. Obtain the Coordination Clause from the TSC Delivery Engineer.
16. Obtain the Progress Clause from the TSC Delivery Engineer.

K. Attend OEC meeting. The consultant should reserve one day for this meeting.

L. Following the OEC, prepare and submit the following products to Lansing Traffic & Safety:

1. CD-R containging PDF Plans, Proposal and Supporting Documents in their respective folder.
2. CD-R of completed base alignment line roll.
3. CD-R of the final plan sheets, sign details and soil borings.
4. CD-R of an inventory created from the final signing contract, and paper plots.
5. CD-R of SignCAD signing details.

M. Attend pre-construction meeting if requested by the Delivery Engineer and respond to questions during the advertisement and construction phases. The Consultant should reserve time for a one day meeting.

N. Provide starting and completion dates for each task to the Department for entry into the P/PMS Network.

O. The Consultant must use MDOT current versions the following software:

1. Microstation
2. SignCAD
3. MTSIS
4. Microsoft Word
5. Microsoft Excel

2. MDOT RESPONSIBILITIES

A. Furnish to the Consultant the following:

1. Any signing plan sets from the last resigning project and/or base plans of the existing location (if available).
2. MDOT Guidelines for Signing on State Trunkline Highways.*
3. Job numbers.
4. Appropriate Traffic and Safety Division Notes.*
5. MDOT Sign Support Typical Plans.*
6. MDOT Standard Highway Signs Manual.*
7. Access to the Department=s MTSIS.
8. Access passwords to the Department=s network server.

* Available on MDOT website.

F. Assist the Consultant to arrange an eight-hour session with the Department's project team

to familiarize the Consultant's staff with MDOT equipment and methods.

PAYMENT SCHEDULE:

Compensation for this scope of services shall be on an actual cost plus fixed fee basis.

VENDOR PAYMENT

All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for Services rendered shall not exceed the "Actual Cost Plus Fixed Fee, Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Consultant. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.

Direct expenses will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this Project.

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer/Bureau Director and the MDOT Project Engineer Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the priced proposal submitted by the Consultant and must have prior written approval by the MDOT Region Engineer/Bureau Director and the MDOT Project Engineer Manager.

The fixed fee for profit allowed for this project is 11.0% of the cost of direct labor and overhead.